



WAYNE - FINGER LAKES

Board of Cooperative Educational Services

and

People Skills Institute in Partnership with

The New York State Association for Women in Administration (NYSAWA)

Presents

The Art of Giving Feedback



Feedback is essential if individuals are to learn and grow on the job. Participants in this one-day workshop will learn how to give effective feedback. They will learn the skill of reflective listening and apply this skill to a process for providing feedback to others. They will also practice ways to manage possible reactions to feedback, such as denial, discounting, and excuses.

The goal of giving effective feedback is to recognize strengths as well as areas of needed improvement. Another goal is to create a workplace climate that fosters the ideal of continuous improvement.

Cost: \$79.00 per person for NYSAWA members

Date: December 16, 2008

Location: Canandaigua Campus
5253 Parkside Drive
Canandaigua, NY 14424

Time: 8:30 – 3:30

Trainer: Leslie Vecchiotti

(Note: Coffee and tea will be provided, lunch is on your own.)

Registration form must be returned by December 1, 2008

Please accept my registration for The Art of Giving Feedback

Name: _____

District: _____ Building: _____

Position: _____ Subject Area: _____

Grade Level: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

E-Mail (I must have this for communication purposes): _____

Administrator's Signature: _____

***Return to Ronnie Mortensen, Office of Staff Development, 5253 Parkside Drive, Canandaigua, NY 14424 or by FAX (585) 394-1475 by the date indicated above.**